



**Superior Court of the State of  
California  
County of Kings  
1426 South Drive, Hanford, CA 93230**

**Courtroom Clerk I/II  
Salary: \$27,040 – \$34,507 (DOQ)**

The Superior Court of California, County of Kings, is accepting applications up to three (3) immediate full-time Courtroom Clerk I/II position located at the Hanford site; however the assignment could be located at the Corcoran, Avenal or Lemoore Courts.

**Example of Duties:**

Sets and maintains schedule of court events; attends court sessions and records minutes of court proceedings; prepares, certifies and routes documentation to establish sentencing disposition of defendants; notifies Probation Department of verdicts and dates of sentencing; docket criminal cases; completes Register of Action cards for Civil, Small Claims, Family Law, Adoption, Probate, Juvenile, Writ of Habeas Corpus, Criminal, and Traffic cases; types a variety of legal documents and records of court activities; schedules future calendar matters for attorneys; receives, labels, securely stores and routes court exhibits and evidence; sets hearings and accepts filings for courtroom proceedings; administers oaths; orders and/or cancels juries; records jury attendance; impanels juries; prepares record of billing and/or reimbursement claims for juror expenses; prepares, types, files and distributes legal documents and correspondence to reflect judicial decisions; maintains jury instructions; maintains statistics to assist in preparation of Judicial Council reports; sets up and maintains tickler files for court cases taken under submission; reviews and maintains judicial case files; files case documents; researches and responds to inquiries regarding cases and court-related matters; issues and distributes bench warrants; recalls bench warrants at the direction of the Judge or Commissioner; prepares and mails disposition notices of daily court proceedings; orders and maintains inventory of courtroom supplies and legal forms; orders bail reviews and formal sentencing reports; may assist in training new staff; compiles and verifies information to produce master calendar; revises master calendar as changes occur; prepares minutes for use in courtroom; sets court cases for trial; verifies accuracy of daily calendars for Court purposes; and ability to comprehend and analyze legal codes and terminology. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law. This position may be assigned any other duties as determined and assigned by the Court Executive Officer or his designee.)

**Minimum Qualifications:**

Possession of High School Diploma or GED; one (1) year of experience equivalent to a Court Services Clerk (any level); OR, two (2) years of responsible legal clerical experience involving working knowledge of general court procedures.; Ability to type 45 wpm. (Applicant must submit a copy of a typing certificate from a recognized agency obtained within the last two years at the time of application.); Must possess a valid California driver's license and have the ability to travel to any assigned court in Kings County as required; Ability to qualify for a security clearance through fingerprinting, criminal record background investigation and random drug testing.

**Benefits:**

The Court offers a benefit package to its regular full-time and part-time employees which include 13 Court approved holidays; accrued sick/vacation (accrual based on hours worked, minimum 2 weeks/year); a Flexible Benefit Plan to purchase a variety of health insurance plans and related benefits such as Medical Insurance, Dental Insurance, Vision Insurance, Deferred Compensation, Administrative Leave, Medical Reimbursement, Childcare Reimbursement, Life Insurance, Cancer Policy, and Short-term/Long-term Disability. In addition, the Court contributes a partial amount of the employee's share into the California Public Employees' Retirement System. An Employee Assistance Program is also provided.

**Closing Date:**

**Final application filing date: Open until filled.** It is the applicant's responsibility to allow for adequate delivery or mailing time; postmarks are not acceptable. A resume or faxed application cannot substitute for an original Court application.

**For an Application:** Superior Court of the State of California,  
County of Kings/Human Resources Division  
1426 South Drive, Hanford, CA 93230  
(559) 582-1010, Extension 5020  
[www.kings.courts.ca.gov](http://www.kings.courts.ca.gov)  
**EOE/AA Employer**

*[This is not an offer of employment by the County of Kings or State of California]*